

UPDATE NEWSLETTER



In an effort to utilize today's technology, HOC is now providing the Update newsletter to individuals via the internet. If you wish to receive notice of the Update when placed on our web site, please send an e-mail to Janell McMillan at: jmcmillan@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments on this newsletter are welcome; please e-mail Janell McMillan at jmcmillan@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdhe.state.ks.us.

UPDATE

News Update, a look at what's coming.

Update

Update

- ✓ Employment verification is just around the corner. Information will be sent out in December 2004
- ✓ Health Occupations Credentialing has moved.
- ✓ Notice to all Course Sponsors and Instructors regarding responsibilities
- ✓ Paid Nutrition Assistant Training Program Development
- ✓ CNA, CMA, HHA Course Instructor Workshop to be offered in Topeka on October 22, 2004
- ✓ Home Health Aide Program Revision Update.

HOC HAS MOVED

HOC has moved to a new location.
Please send all mail and correspondence to
1000 SW Jackson, Ste. 200, Topeka, KS 66614.

All telephone numbers have remained the same.



PHONE NUMBER FOR HEALTH OCCUPATIONS CREDENTIALING

When you have questions or want to contact someone in HOC but do not know the phone number, call:

(785) 296-1240

Special points of interest:

- HOC has moved to a new location.
- New paid nutrition assistant training program.
- Instructor workshop offered.

HOC UPDATE

FALL EDITION



NEW DATA BASE SYSTEM, HOC

The Kansas Department of Health and Environment has entered into a contractual agreement with GL Suite, Inc. to develop a new database for Health Occupations Credentialing. Included in the contract agreement are provisions for the establishment of web-based access to the Kansas Nurse Aide Registry information. The adult care industry as well as the public will be able to obtain information about any nurse aide, home health aide, or medication aide via the web. Completion of the web access for the nurse aide registry is targeted by January 2005. In addition, the new database will allow automation of a significant number of processes and enable KDHE to offer additional services to the public.

ANNUAL EMPLOYMENT VERIFICATION

Time is near for Annual Employment Verification of all CNAs, HHAs, and CMAs that have been employed at least 8 hours during the calendar year 2004. Facilities will soon be receiving instructions on employment verification.

If you do not receive instructions by the second week in January, please call (785) 296-0059 or download from HOC's webpage at www.kdhe.state.ks.us/hoc.

KUDOS TO INSTRUCTORS

The following instructors taught nurse aide classes during the Spring of 2004, and the students in those classes averaged 90 and above on the state certification test:

Nici Kessler	Connie Harkness	Rita Goodman
Connie Rischman	Latasha Bruner	Lisa Burton
Donna Hart	Fern Glunt	Terri Thiessen
Ada Bogart	Vineta Belden	

Congratulations on a job well done!

*Scare crows, corn rows
Pumpkins on the vine
Leaves curl, wind swirls
Fall is right on time*



NOTICE TO ALL COURSE SPONSORS AND INSTRUCTORS

Please note that course sponsors and instructors have a **joint** responsibility in fulfilling training requirements under state and federal regulations. Failure to fulfill any of these responsibilities may result in *withdrawal of approval* to serve as a course instructor or a course sponsor.

Regulations and policies are included in the instructor manuals, and include, but are not limited to, the following:

- < Course applications must be received by Health Occupations Credentialing (HOC) in a timely manner. The course approval application must be submitted three weeks prior to the start date of the course. If there is an application for waiver included, the course and waiver applications must be submitted four weeks prior to the start date of the course. If an approved sponsorship sends a Course Information Sheet, the sheet must be submitted one week prior to each course offered. If you have questions regarding course approval, contact Dolores Staab at (785) 296-6796 or dstaab@kdhe.state.ks.us.
- < Courses must be approved by KDHE; do not begin a course without a KDHE course approval number.
- < HOC must be notified in writing of any changes or additions to an already approved course, such as dates, instructors or training sites. Send notification of changes to Dolores Staab at dstaab@kdhe.state.ks.us.
- < There can be no delegation of the instructor's duties.
- < The full number of hours for each course must be completed. If an instructor dismisses class early, the missed time must be made up.
- < It is important to follow the new test scheduling procedures that are described in the CNA Instructor/Coordinator manual. The procedures are also available on our website at www.kdhe.state.ks.us/hoc. Choose Health Care Personnel Resources, CNA Resources, Process for Scheduling Nurse Aide and Home Health Aide Tests. If you have questions about the test procedures, contact Betty Domer at (785) 296-1250 or bdomer@kdhe.state.ks.us.

HOC UPDATE

FALL EDITION



PAID NUTRITION ASSISTANT TRAINING PROGRAM DEVELOPMENT

This new program, training for paid nutrition assistants, was mandated by the 2004 legislature. Adult care home facilities have the option of using paid nutrition assistants to assist residents without complicated swallowing issues with eating and hydration.

The committee, consisting of Judy Bagby, RN, LNHA; Kay Billinger, RD/LD; Kathy Bode, RN, MS; Diane Glynn, JD, RN; Kim Halbert, RN, BS, LACHA; Patricia Maben, RN, MN; Marilyn Munoz, CNA, CMA; Isla Richards, RN; Mike Simpson, SLP; Linda Sullivan, MS, RN, ARNP, LNHA; Vera VanBruggen, RN, BA, CDONA/LTC; and Martha Ryan, BS, MA, KDHE, met September 16, 2004, to begin the development of the paid nutrition assistant training program. Program parameters and a course content outline have been drafted by the committee and will be reviewed and revised by them. A competency test and a list of resources are also being developed. The program will be administered similarly to the other unlicensed/uncertified employee programs (operator, activity director, social services designee).

Thank you to the following associations, agencies and schools for providing excellent committee members: Flint Hills Technical College, Kansas Adult Care Executives, Kansas Advocates for Better Care, Kansas Association of Homes and Services for the Aging, Kansas City Kansas Community College, Kansas Department on Aging, Kansas Health Care Association, Kansas Speech-Language Hearing Association, Kansas State Board of Nursing, and Kansas State Nurses Association.

The statutory and regulatory provisions for paid nutrition assistants were discussed in the Summer 2004 edition of the UPDATE. If you have questions, or would like further information, contact Martha Ryan at (785) 296-0058 or mrryan@kdhe.state.ks.us.



PERSONAL CARE ATTENDANTS AND REHABILITATIVE/RESTORATIVE AIDES

Question: Whom may I contact with questions about personal care attendants?

Answer: Krista Rose, Home and Community Based Services/Frail Elderly (HCBS/FE) Provider Manager, Kansas Department on Aging, 785-296-0385 or KristaRose@aging.state.ks.us.

HOC receives requests for information about personal care attendants. HOC does not regulate, license or certify personal care attendants.

Question: What are restorative/rehabilitation aides?

Answer: Restorative/rehabilitation aides are neither licensed nor certified by the state of Kansas. Some post-secondary schools have restorative/rehabilitation aide training programs which provide certified nurse aides with additional skills. Facilities may choose to employ restorative aides (who must also be CNAs) to assist with restorative nursing services.



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**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
BUREAU OF CHILD CARE AND HEALTH FACILITIES
HEALTH OCCUPATIONS CREDENTIALING**

CNA, HHA & CMA INSTRUCTOR WORKSHOP

Health Occupations Credentialing staff will be presenting a free informational session on current and new procedures and forms. There will be a group discussion, so bring any suggestions, problems, or solutions you may have to share with the group.

This session is geared toward present or future instructors, coordinators and sponsors offering certified nurse aide, home health aide, medication aide, activity director, social service designee or operator training courses.

WE HOPE YOU CAN JOIN US AT THE FOLLOWING LOCATION:

Kaw Area Technical School
5724 Huntoon
Topeka KS 66604
Conference Room C-D

Friday, October 22, 2004
10:00 am to 12:00 noon

To register for this workshop, please e-mail Dolores Staab at dstaab@kdhe.state.ks.us
or call at (785) 296-6796.

PRESENTERS

Betty Domer, Office Specialist
Dolores Staab, Education Certification Specialist



HOME HEALTH AIDE PROGRAM REVISION UPDATE
ENTERING THE FINAL STAGES

HOC is in the process of field testing the questions for the revised home health aide tests. As of September 30, 2004, the following sponsors are participating in the field testing: Butler County Community College, Salina Area Technical School; KAW Area Technical School, Neosho County Community College, Pratt Community College, Johnson County Community College, Wichita Area Technical College, Kansas City Area Vocational Technical School, and Allen County Community College. Many thanks to these sponsors for their assistance in this important effort. Additional sponsors may be asked to participate.

When the field testing is completed, the pass scores will be set. Then, we will begin the process of regulation changes. Once the regulation changes are adopted, the revised home health aide curriculum will be available.

Again, thank you to the program revision committee members, Lynn Searles, RN, Bureau of Child Care and Health Facilities, and Janette Pucci, MN, RN, Kansas State Board of Nursing.

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CRC Administrator's Note:

KNAR Primary Purpose(s) and Contacts

The primary purpose(s) of the Kansas Nurse Aide Registry (KNAR) is to provide information concerning certification status, employment eligibility, findings of abuse, neglect and exploitation (ANE) and whether an individual is prohibited from employment in Kansas due to conviction of certain criminal offenses.

Before contacting the registry, caretakers should always be prepared with the facility ID number and social security or certification numbers so that calls may be processed quickly and efficiently.

The KNAR should *not* be contacted to:

Inquire about test results, test sites or schedules. Test results cannot be given over the phone. Results are mailed to the candidate within 30 days of the test date.
Call Betty Domer (785) 296-1250 for information related to testing.

Request replacement copies of certificates.
Call Sheila Seymour (785) 296-0060

Inquire about issues relating to employment verification and task checklists.
Call Betty Domer (785) 296-1250

Inquire about the nurse aide training and competency evaluation program.
Call Dolores Staab (785) 296-6796 or Martha Ryan (785) 296-0058

Inquire about issues regarding to licensed audiologists, speech-language pathologists, dietitians and adult care home administrators.
Call Brenda Nebitt (785) 296-0061

Inquire about issues related to criminal record check procedures, prohibited offenses and abuse, neglect, exploitation.
Call Sarita Everett (785) 296-6958 or Melinda Reynard-Lindsay (785) 296-8628

Inquire about ordering pre-paid criminal record check forms.
Call Dana Derrick (785) 296-0446

Report a complaint about a certified nurse aide or other personnel.
Call the complaint hotline 1-800-842-0078



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MEET HOC STAFF MEMBERS

Betty Domer and Sheila Seymour are responsible for the Certification Program in Health Occupations Credentialing. Betty coordinates scheduling of individuals to take the state nurse aide and home health aide tests and answers questions about nurse aide, home health aide, medication aide, and allied health candidates. Betty, along with HOC staff member Dolores Staab, also conducts workshops and site visits throughout the state. Sheila is responsible for the data entry and prints and mails nurse aide, medication aide, and home health aide certificates.

Formal nurse aide testing was first required by statute in 1977, at which time KDHE became the responsible party. The Certification Program for nurse aides, medication aides, and home health aides encompasses a wide variety of integrated activities which include: enforcement of federal and state training standards and requirements; reviewing and developing regulatory guidelines in order to ensure that training standards are met; and scheduling applicants who successfully complete a training course to take the state exam.

KDHE maintains a database containing information on more than 100,000 individuals who have held certification since 1977. Out of that 100,000, approximately 30,000 individuals currently hold an active certification as a nurse aide, medication aide, and/or home health aide. The breakdown of individuals initially certified in Fiscal Year 2004 is as follows:

Nurse aides	5,908
Medication aides	643
Home health aides	<u>1,499</u>
Total certified	8,050

Delays in getting an individual certified is frustrating for all involved. Betty states that one of the biggest reasons for delays in the certification process is due to incomplete information submitted during the process. Tracking down the missing information on nurse aide and home health aide course rosters as well as the certification applications significantly slows down the certification process.

For questions or comments about the certification process, contact Betty Domer at (785) 296-1250 or bdomer@kdhe.state.ks.us.

**HEALTH OCCUPATIONS
CREDENTIALING**

Marla Rhoden, Director
Curtis State Office Building
1000 SW Jackson, Suite 200
Topeka KS 66612-1365

Phone: 785-296-1240
Fax: 785-296-3075

Email: jmcmillan@kdhe.state.ks.us



POINTS TO PONDER

As often as possible, choose being kind over being right.



**Kansas Department of Health and Environment
Bureau of Child Care and Health Facilities**

Health Occupations Credentialing
1000 SW Jackson, Suite 200
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075



Health Occupations Credentialing

Assistance	Call
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdhe.state.ks.us/hoc
Licensing of speech-language pathologist, audiologist, dietitian, adult car home administrator. Verification of same licenses. Test for adult care home administrator.	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist	Betty Domer 785-296-1250
Medication aides and related forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides	Janel McMillan 785-296-0059
Education policies	Martha Ryan 785-296-0058
Administrator of Criminal record check program	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions, inquiries related to findings of abuse, neglect, exploitation	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Michelle Rieck 785-296-0583
Ordering prepaid criminal record check forms	Dana Derrick 785-296-0446

KANSAS NURSE AIDE REGISTRY
(785) 296-6877
FOR NURSING VERIFICATION ONLY
Monday through Friday
8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.